



HUMAN RESOURCES AND RISK MANAGEMENT DEPT
205 LAWRENCE STREET, MARIETTA, GA 30061
AN EQUAL OPPORTUNITY EMPLOYER
24-HOUR JOB LINE (770) 794-5571
Web Site: www.mariettaga.gov

EMPLOYMENT OPPORTUNITY

JOB TITLE: COMMUNICATIONS/TECHNOLOGY ANALYST

JOB NUMBER: 15-45

DEPARTMENT: INFORMATION TECHNOLOGY

SALARY RANGE: Pay Grade 119 (Exempt) Hiring Range: \$49,278 - \$54,071

Under general supervision, the purpose of the position is to manage and maintain the video application infrastructure and assist and/or perform activation, management, setup and repair of cellular/wireless phone, paging equipment and radio communications equipment. Employee is responsible for ensuring optimal performance of radio communications equipment and other types of wireless communications equipment utilized in the efficient operation of the City/BLW. This position works within the Network Services Division of IT in a supporting role to the Radio System Analyst and Network Services Manager. Responsibilities include supporting City/BLW's radio, video cameras and video server, cellular phones, pagers, and two-way radios. The position is also responsible for maintaining an accurate inventory of all communications equipment for the City/BLW. Employee will also provide a backup support roll in the Network Services Division which will include phone support for Level 1 helpdesk requests, and providing assistance to the Network Analyst with other duties as assigned.

ESSENTIAL JOB FUNCTIONS:

1. Maintains and manages video server, video applications and video cameras.
2. Coordinates the activation, management and setup of all City/BLW two-way radio, pagers and cellular/wireless phone communications equipment and systems. Provides communications device programming, pager support and training employees in the use of equipment.
3. Provides support, installation, maintenance and repair of all City/BLW cellular phones, pagers, and two-way radios.
4. Knowledge of source vendors for replacement parts, including batteries, antennas, carry cases, etc. and appropriate storage and inventory identification for the various brands and models of cellular phones, pagers and two-way radios used by City/BLW.
5. Knowledge of proper procedures for ordering of replacement parts that are out of stock or not maintained in the City's inventory.
6. Responsible for inventory management of all cellular and paging equipment.
7. Knowledge and understanding of vendor services to determine the appropriate rate plans, features, functions for cell phones and pagers, and repair and replacement of such devices.
8. Provides support and assistance to the Radio Systems Analyst and the Cobb County 800 MHz Manager with changes in the City's 800MHz radio inventory and radio assignments to personnel and vehicles in the City's Fire and Police Departments.

ESSENTIAL JOB FUNCTIONS:

9. Ability to learn how to use a Service Monitor, Standing Wave Ratio meter (SWR) and any related diagnostic equipment.
10. Ensures all radio communications and related equipment and systems comply with all government regulations and are operating within FCC license requirements and or restrictions.
11. Maintains inventory of common spare parts and accessories used with cell phones, pagers and two-way radios.
12. Functions as a backup roll to the IT helpdesk. Receives and acts upon helpdesk items in a timely fashion, and reports action taken.
13. Provides support and assistance in the rollout of PC's to City/BLW users when directed by Network Services Manager.
14. Provides 24-hour coverage of critical situations when needed.
15. Performs after hour's on-call weekly support in the regular rotation as a part of the IT support desk.

QUALIFICATIONS:

- Associate degree in IT or related field with two years of experience in managing cellular pager, two-way radio and related communications devices, including programming cellular phone, paging equipment and computer technologies. An equivalent combination of education, training, and experience will be considered.
- Knowledge of cellular and paging technologies, plans, features and functions.
- Knowledge of current radio communications systems technology to included P25, analog trunking, digital trunking and other radio communications equipment technologies.
- Must be able to operate a PC using Windows, radio service programs, applications, and the ability to learn other applications as needed.
- Knowledge of all federal, state, and local regulations covering the operating of radio communications devices including F.C.C. licensing requirements.
- Ability to effectively communicate both verbally and in written form.
- Knowledge of Window 7 and 8 operating systems.
- Knowledge of video architecture such as DVR, NVR, IP and Analog technologies.
- Knowledge of IP technologies such as TCIP.
- Must successfully pass Network + Certification within one year of hire date
- Must have and maintain a valid Georgia driver's license and a satisfactory seven-year driving history to include no DUI's in the last 5 years.
- Drug screen and extensive background check, including finger printing and nationwide criminal background check required at time of hire.

REQUIREMENTS: DRUG SCREEN, BACKGROUND CHECK INCLUDING FINGERPRINTING AND NATIONWIDE CRIMINAL BACKGROUND CHECK.

Verification of identity and United States work authorization must be completed before employment commences as required by the Immigration Reform and Control Act.

CLOSING DATE: AUGUST 19, 2015